

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Department of World Languages and Literatures
SPANISH 194: Field Experience/Internship, **3 units** (Section 1, call **31027**)
COURSE SYLLABUS
Spring 2019: January 22, 2019 to May 10, 2019*

Supervisor: María Mayberry
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Grading: Credit/no Credit
Units: 3 units

Catalog description: Directed fieldwork in a project that uses the language skills developed through previous study of Spanish. The projects may include interpreting and translating for public and/or private agencies in Sacramento, teaching or tutoring in the community, or other projects approved by the faculty supervisor. All work will be monitored by Sacramento State faculty. The student must submit written reports to his/her supervisor. Can be taken more than once for credit. **Prerequisite:** Intermediate competency in Spanish and instructor permission. **Graded:** Credit / No Credit. **Units:** 1.0 - 3.0.

Important: To receive 3 credits towards the Proposed Certificate Program in Healthcare Spanish, the internship project for this course requires a minimum of 135 hours of work at a healthcare site approved by the Community Engagement Center.

* The professor will send students the syllabus and the Placement Matrix by the first day of classes. Students need to read the syllabus and contact the instructor no later than **January 25th, 2019** (first Friday in the semester) for **course orientation** to discuss course requirements and to inform the instructor of the internship site based on the Placement Matrix. Students who fail to contact the professor by **January 25th, 2019** will be dropped from the class. Additionally, students need to contact the site coordinator no later than **January 28th, 2019** (second week in the semester) to make internship arrangements.

Objectives and description of this course: This section of SPAN 194 will provide students with an opportunity to continue the development of Spanish language skills through an internship—that is, active participation in the community using Spanish for Healthcare professions developed in the previous study of Spanish. In this course, students will also reflect on their internship through the following activities: Journal 1 (describing expectations and goals of the internship); Weekly Journals (describing internship experiences); and Final Report (reflecting on the goals and expectations to assess the overall internship experience).

Student Learning Outcomes: At the end of this course students can reasonably expect to demonstrate that they have:

- 1) Continued to develop communicative competence in Spanish on a variety of healthcare and related topics as pertinent to the internship site chosen;
- 2) Continued to develop oral and written linguistic abilities in Spanish on a variety of healthcare and related topics as pertinent to the internship site chosen;
- 3) Continued to develop cultural competence (i.e., increased awareness and understanding of the culture where Spanish is spoken) through comparisons of the culture studied and their own;
- 4) Gain at least 135 hours of field experience in their healthcare or related healthcare field

from a non-profit program that serves Hispanic/Latino populations. (***IMPORTANT NOTE: These hours cannot overlap with regular work hours if employed at fieldwork site**)

- 5) Became familiar with the expectations and operations of a non-profit program serving Hispanic/Latino children, adolescents, and/or families;
- 6) Explored different healthcare career options.
- 7) Consistently demonstrate professionalism in all aspects of effectively communicating with internship supervisor, patients, and others involved with the healthcare process.

Method of evaluation:

- One-page journals in Spanish (at least every other week)
- Weekly discussions in Spanish with instructor via Zoom or in person to discuss internship progress
- Final report in Spanish

Grading Breakdown:

1. Internship hours (minimum of 135 hours) - 40 points
2. Six Journals (5 points each journal) - 30 points
 - a. Journal 1, describing expectations and goals of the internship
 - b. Five (5) additional one-page journals at least every other week
3. Four (4) internship progress oral reports - 10 points
4. Internship orientation, time log and other documents - 5 points
5. Final Report - 15 points

*Please note: No late work will be accepted unless there is a **serious and documented valid excuse** that prevents the student from submitting a journal on time.

Scores are rounded up or down, i.e., 82.5 will be considered an 83, but 82.25 will be an 82.

Grades are kept in numerical form until the end of the course, at which time they are averaged to determine the final letter grade (70-100=Credit, 69 or below = NC-No Credit). Please do not expect your instructor to give you a grade before this time. You may, however, ask to see the numerical scores of your journals at any time.

IMPORTANT: No incompletes (grade of “I”) can be given for SPAN 194 for insufficient hours. If the student fails to complete the number of service learning hours, the student will need to complete the entire internship project during another term (and the grade for the current term will be NC-No Credit).

An “I” grade is ONLY assigned when the student has completed most of the requirements for this course (85% of the course components), including all the 135 internship hours. The student must be receiving at least a “C” on all other work.

Other Spanish 194 guidelines:

1. Students cannot receive any salary for any internship credit.
2. Internship must take place at one of the sites approved by the Community Engagement Center at CSUS.
3. Students must work for **one** supervisor who will evaluate them at the end of the internship.
4. Internship supervisors cannot be members of the student’s family.

5. Students can plan their internship schedules any way they choose (three hours per day, five hours every Friday, etc.) For each unit of credit, students need to verify 45 hours of work.
6. To receive full credit for the internship project, the student must:
 - Complete all written work as described in the handout below **by 10 am of the date listed**
 - Perform satisfactorily at the work site (as verified by the site supervisor)
 - Fulfill the total number of hours required

Internship. The goal of this course is to present students in healthcare majors with opportunities outside of traditional academic settings—at places in the community—to enhance their cultural and linguistic training in their field of study. Students will practice their Spanish language skills while participating in activities related to healthcare majors and gain more knowledge about the healthcare needs and the culture of the growing Hispanic/Latino population in our service area.

This course's internship experience includes: actual internship at a community approved site, weekly journals, and a final report **in Spanish**:

- **135 hours of Internship (40%).** Students will work a minimum of 135 hours of internship experience from a non-profit program that serves the Hispanic/Latino population at an approved site in a healthcare field of student's choosing. (a list of possible community centers will be provided by your instructor).
IMPORTANT: Your professor will supply you with a Placement Matrix provides you with a several options for your fieldwork/internship hours. These are approved organizations with which the University has a Memorandum of Understanding (MOU). Sacramento State requires that there be an MOU with the organization where a student completes internship hours. Some workplaces may have their own requirements for students working in internship (i.e., fingerprinting, TB tests). Testing for the TB Clearance can be obtained at no cost to the student through the University Health Center. Ask your site what type of finger printing they want done; some do their own. The student is responsible for any fees associated with fingerprinting/background checks.
- **Journals (30%).** Students will complete six (6) journals **in Spanish** and submitted to Canvas by 10 am of the due date. A 200-word paragraph for each journal is sufficient. **Pay attention to spelling, accents and correct Spanish grammatical use in your journals.**
 - **The first journal** will be written **before** you begin your internship activities, and it will include an overall description of your specific objectives (i.e., what you want to do and accomplish) with this service learning. Before you write this description, talk with your proposed supervisor. The description should be written **in Spanish**.
 - **Suggestions for the rest of journals:** a summary of the weekly activities, your cultural impressions that are new to you regarding the people (i.e., patients and/or healthcare professionals) you meet in your internship site; any new vocabulary and or duties that you have learned on the site; comment on your contribution to the program and your perspectives on community involvement in a healthcare site that serves Hispanic/Latino patients.

***You will use these journals to write your final reflection report.

*** You need to submit your journals at least every other week. **I will not accept all journals submitted at the end.**

- **Final report (15%).** The final report should be about 4-5 pages (1000-1200 words) reflection paper *in Spanish* of your experience at your internship site.
 - **Due date for report:** The last day of classes (Friday **May 10th, 2019** by 5 pm) students will turn in the 1000-1200-word essay in paper in my office and in Canvas. **I will no grade a report that is not turned in to my office.** The report should be *double spaced*, with one-inch margins all around, written in the standard 12pt. size font (Time New Roman or similar font style).
 - **Content of report:** Your report will include a reflection on your service learning experience and an assessment of what was accomplished during the internship project: based your report on the ideas you developed in your journals; examine your duties and assess how you achieved *your objectives* as outlined in your project proposal (that is, your first journal); connect your experience to what you have learned in the Spanish courses for the Certificate Program in Healthcare Spanish; include your overall impressions about this experience, any cultural impressions that are new to you regarding the people (i.e., patients and/or healthcare professionals) you met in your internship site. Also, comment on your contribution to the healthcare site, and your perspectives on community involvement in a healthcare site that serves Hispanic/Latino patients. Include the following:
 - A reflection on the positive: one important aspect of this experience that will help you do your job better as a healthcare professional;
 - A reflection on any challenges you encountered while participating in this activity, and anything you would do different in future volunteer opportunities.
 - What has helped you to understand a particular topic/duty better?
 - What did you learn on the job that helped you to do your duties better?
 - Any new vocabulary that you have learned on the job?
 - **Structure of report:** you will need to write your thesis (your main idea) in the introductory paragraph and at least 3 ideas that support your thesis. Develop each of these ideas into the supporting paragraphs (4 to 5) of your paper. Start each supporting paragraph with a topic sentence (the particular idea from that paragraph), and develop that particular idea using as many examples as possible. The final paragraph will be a summary of the main idea, where you paraphrase your thesis. **Pay attention to spelling, accents and correct Spanish grammatical use in your final paper.** I will be deducting up to 7 points for not using accents and for bad spelling. (See “Rubric for grading Final Essay” in Canvas)
- **Four (4) internship progress oral reports documents (10%).** In consultation with your instructor, during the first week of the term you will need to schedule four 30 minute-meeting times for debriefing sessions (oral reports in Spanish) to discuss internship progress.

- **Internship Orientation, Time Log and other documents (5%).**
 1. CEC Orientation. Students are required to complete a mandatory online service learning orientation through the link on Canvas prior to beginning internship hours by **February 1st, 2019 (second Friday in the semester).**
 2. The Time Log **must be initialed** by an agency representative after each visit. The final Service Learning Time Log must be signed by your instructor once the 135 hours have been completed; turn in to instructor no later than **Wednesday May 8th, 2019** (last Wednesday of classes in the semester). A copy of the final Time Log must also be posted in Canvas.
 3. Your particular internship site and CEC may require completion of other documents (e.g., application). **Your instructor will share this information with you as soon as it becomes available.**
 4. **Supervisor evaluation:** Your supervisor must complete an evaluation of your internship experience. The evaluation verifies the number of hours worked and the quality of the work performed. **Note:** You should provide your supervisor with a copy of the evaluation form at the beginning of the term and remind your supervisor to send the evaluation by **Wednesday May 8th, 2019** (last Wednesday of classes in the semester). Your supervisor may fax the evaluation to your instructor to (916) 278-5502 or mail the evaluation form attached to this handout to:
 Prof. María Mayberry
 RE: SPAN 194
 Dept. of World Languages and Literatures
 6000 J. Street
 Sacramento, CA 95819-6087

Submission of online Assignments:

Any written assignment, including JOURNALS and the FINAL report are to be submitted through attachments. You can attach the following files: for written homework, attach a .doc or .docx; for audio files, you need to submit an .mp3 file; for video files, you need to submit an .mp4 file. If you do not submit your assignment using one of these formats, and I cannot open your file, I will let you know and you will have that day to resubmit it correctly. It will be **considered late** if I don't get the correct format by the end of the day.

Dates to Remember:	Spring 2019
January 25	Due: Do course orientation with professor; choose internship site. Schedule 3 oral reports.
January 28	Due: Contact internship site coordinator. CEC orientation and paperwork.
February 8	Due: Journal 1; Expectations and Goals of Internship (after talking to internship site supervisor)
February 22	Due: Journal 2; Description of internship experiences of previous week
March 8	Due: Journal 3; Description of internship experiences of previous week
March 29	Due: Journal 4; Description of internship experiences of previous week
April 12	Due: Journal 5; Description of internship experiences of previous week
April 26	Due: Journal 6; Description of internship experiences of previous week
May 8	Due: Time log due; Supervisor's evaluation due
May 10	Due: Final report

***Reports, journals or documents turned in after the due date/time will lose 30% of points.**

Group Work and Scholastic Honesty

Working with other students is an extremely effective means of studying. Not everyone in the group needs to be at the same proficiency level. Get together with other students to practice conversation or to help each other understand the grammar explanations. Make sure, however, that you do not simply copy another student's work and turn it in as your own.

Cheating will not be tolerated. Turning in work that you did not write, for which you had considerable direct help from someone else, or which have translated by a translation service or computer program will be considered cheating. Anyone copying from others, allowing others to copy their work, or using information fraudulently obtained will receive an F in this class and will be reported to the Student Affairs Office.

How not to plagiarize. Go to <http://library.csus.edu/content2.asp?pageID=353>

California State University, Sacramento
Department of World Languages and Literatures
Internship Evaluation – SPAN 194

Name of Student _____

Workplace _____

Name of Supervisor _____

Dear Supervisor: Thank you very much for working with a California State University student on an internship project. Below, please briefly indicate your assessment of the student. Your assessment should include a statement and the total number of hours that the student was at the work site. You may write a separate letter; and you may fax the form or letter to (916) 278-5502, Attn. María Mayberry or mail this form or letter to: María Mayberry, RE: SPAN 194, Dept. of World Languages and Literatures, California State University, Sacramento, 6000 J street, Sacramento, CA 95819-6087. If you have any questions, don't hesitate to e-mail me at mayberry@csus.edu. This report is confidential and will not be shown to the student. Thank you very much for your time in this matter.

Please indicate the number of hours the above student worked with you at your site:

Evaluate the student's use of Spanish during the internship project:

Please indicate the quality of service of this student during the internship project. Please feel free to recommend areas of improvement:

Signature of Supervisor: _____ **Date:** _____